

SECRET

10

SECRET

SECRET

PHOTOGRAPHIC INTELLIGENCE CENTER

SUBJECT: Automated Time and Work Reporting System

1. General

This regulation prescribes the system whereby the expenditure of time and work effort by PIC personnel will be systematically recorded in an automated system for reporting purposes.

2. Policy

It is of paramount importance that the Photographic Intelligence Center has the capability of obtaining detailed and accurate information relating to the expenditure of time and work effort within the Center. To obtain this information all personnel within the Center will submit at the close of business each day information as to his expenditure of time, type of work effort performed, requesting component, and such other information which will facilitate time and work accounting. The procedure by which this reporting will be accomplished is described in a procedural guide separate from this Regulation.

3. RESPONSIBILITY

a. Division and Staff Chiefs are responsible for implementing the Procedural Guide which accompanies this regulation.

b. Personnel assigned to this Center are responsible for reporting their expenditure of time and work effort daily in the manner prescribed in the accompanying Procedural Guide.

c. The Office of the Director will be responsible for determining the information which will be obtained from the time and work reporting system.

SECRET